



Natural Resources Conservation Service
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October 20, 2003

OKLAHOMA BULLETIN NO. OK230-4-1

SUBJECT: EOP - Oklahoma Civil Rights Awards – Fiscal Year 2003

Purpose: Nominations for the State NRCS Civil Rights Awards

Expiration Date: September 30, 2004

ACTION REQUIRED BY: December 15, 2003

The State Civil Rights Advisory Committee is accepting nominations for Oklahoma's NRCS Civil Rights Awards for fiscal year 2003. Attached is a document which provides specific information about eligibility, criteria to be considered in the selection process, and the nomination procedures.

The State NRCS Civil Rights Awards recognize individuals and/or teams/groups of NRCS employees who may have made significant contributions in the area of Civil Rights program delivery during the fiscal year.

The top award recipients or team/group will be Oklahoma's nomination for the National NRCS Civil Rights Award.

All employees, including supervisors and managers, are encouraged to submit nominations for these awards as follows:

CONFIDENTIAL – TO BE OPENED BY ADDRESSEE ONLY
Joe Freeland
Chairperson, Civil Rights Advisory Committee
P.O. Box 190
Pauls Valley, OK 73075-0190

/s/

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AO

Oklahoma FY2003 Civil Rights Award

PURPOSE:

To recognize special achievement of NRCS employees in performance of EEO/CR duties exceeding their job requirements.

1. To demonstrate the value management places upon all employees who actively and effectively contribute to Civil Rights.
2. To give recognition to those who excel in providing equal opportunity to others seeking employment or to others already with Federal Service.
3. To effectively give stimulus to the Civil Rights program by publicizing the superior accomplishments of the award recipients and the impact and positive effect these accomplishments have upon others seeking equal opportunity.

NOMINATION PROCEDURE:

1. Any NRCS employee or group (full-time, temporary full-time) in Oklahoma is eligible for this award, except members of the State Civil Rights Advisory Committee.
2. The nomination should be neatly typed describing the basis for the nomination. The nomination write-up must clearly document how the employee or group exceeds the EEO/CR element on their performance appraisal. The nomination should include your name, phone number, and phone number of the nominee along with others that could verify or support your nomination.
3. The nominations are to be mailed to Joe Freeland, Chairman of the Civil Rights Advisory Committee by November 10th, in an envelope marked "**TO BE OPENED BY ADDRESSEE ONLY**".
4. The Committee will review nominations and the selected individual(s) will be submitted to the State Conservationist for his consideration.
5. The State Conservationist or his designee will present the award.

ELECTION CRITERIA:

Criteria are based on quality of results both on and off the job as compared to accomplishments of others. The nomination write-up must clearly document how the employee or group exceeds the EEO/CR element on their performance appraisal. The selection committee will be the Oklahoma State Civil Rights Advisory Committee.

The selection criteria will be based on the following:

1. Motivating fellow employees through direct encouragement and assistance to develop their full potential and utilize their skills to maximum extent.
2. Demonstrating sensitive treatment of fellow employees as well as the public.
3. Providing leadership and creative development in EEO/Civil Rights activities.
4. Outstanding efforts in recruiting qualified minorities and women.
5. Effectiveness of activities with educational institutions.
6. Providing leadership and encouragement in EEO/Civil Rights activities.
7. Providing effective counseling and guidance in EEO/Civil Rights activities.
8. Providing leadership in development and/or implementation of EEO/Civil Rights plans or activities.
9. Maintaining respect for all customers during NRCS program delivery.
10. Working with the community to advance EEO/Civil Rights.

Any other pertinent information not covered above should also be included.

TYPE OF AWARD:

Certificate of Merit

Monetary Award